

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF OCTOBER 28 – NOVEMBER 1, 2013

MONDAY, OCTOBER 28, 2013

- | | | |
|----------|--|---|
| *5:30 pm | Land Conservation Subcommittee
(Budget & Regular) | Room 161, Ag & Extension Service Center
1150 Bellevue Street |
| *5:45 pm | Planning, Development & Transportation Committee
(Budget & Regular) | Room 161, Ag & Extension Service Center
1150 Bellevue Street |

TUESDAY, OCTOBER 29, 2013

- | | | |
|----------|---------------------------------|---|
| *5:30 pm | Executive Committee
(Budget) | Room 200, Northern Building
305 E. Walnut Street |
|----------|---------------------------------|---|

WEDNESDAY, OCTOBER 30, 2013

- | | | |
|----------|--|--|
| *3:00 pm | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |
| *3:30 pm | Professional Football Stadium District | MVP Box 4013, Lambeau Field Atrium
1265 Lombardi Avenue |

THURSDAY, OCTOBER 31, 2013

(No Meetings)

FRIDAY, NOVEMBER 1, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

Monday, October 28, 2013

5:30 p.m.

(PD&T to follow)

**Room 161, Ag & Extension Service Center
1150 Bellevue Street**

**** Please Bring Budget Book **
(Combined regular & budget meeting)**

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of Land Conversation Subcommittee of September 23, 2013.

BUDGET REVIEW

REVIEW OF 2014 DEPARTMENT BUDGET

1. **Land and Water Conservation** – Review of 2014 department budget.
 - a. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Land and Water Conservation).

Non-Budget Items

2. Budget Status Financial Report for August, 2013.

Other

3. Such other matters as authorized by law.
4. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Dave Kaster, Vice Chair

Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, October 28, 2013

Approx. 5:45pm (To follow Land Con Mtg)

Room 161, Ag & Extension Service Center

1150 Bellevue Street

**** PLEASE BRING BUDGET BOOK ****
(Combined budget & regular meeting)

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 23, 2013.
- IV. Discussion regarding December Planning, Development & Transportation Meeting.

BUDGET REVIEW

REVIEW OF 2014 DEPARTMENT BUDGETS:

1. **Public Works** (Highway, County Roads & Bridges, Facility Management)
- Review of 2014 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2014 Budget Process (Public Works).
2. **Register of Deeds** - Review of 2014 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2014 Budget Process (Register of Deeds).
3. **Planning & Land Services** (Land Information, Planning Commission, Property Listing & Zoning)
- Review of 2014 department budgets.
4. **Port and Resource Recovery** - Review of 2014 department budget.
5. **Airport** - Review of 2014 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2014 Budget Process (Airport).
6. **U.W. Extension** - Review of 2014 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2014 Budget Process (U.W. Extension).

NON-BUDGET ITEMS

7. Review minutes of:
 - a. Board of Adjustment (September 16, 2013).
 - b. Planning Commission Board of Directors (September 4, 2013).
 - c. Planning Commission Board of Directors Transportation Subcommittee (September 16, 2013).
 - d. Solid Waste Board (July 22, 2013).

Communications

8. Communication from Supervisor Zima requesting PD&T consider placing \$20,000 in the 2014 budget of either the Planning Department or the Register of Deeds budget for the purpose of completing the work started under a 2013 Coastal management grant that was given to Wise Women Gathering Place to create a website presenting Pre-American Brown County History which aids our historical mapping and genealogy efforts to provide accurate information to Brown County citizens and aid our future tourism efforts.
9. Communication from Supervisor Dantine re: To have Brown County Highway review their Administration Charges to Local Municipalities and report to Planning, Development and Transportation Committee for review. *Motion at August meeting: To bring back information on the status of bridge fund finding in 30 days.*

Register of Deeds

10. Budget Status Financial Report for August and September, 2013.

Port and Resource Recovery

11. Director's Report

Public Works

12. Left turn breaks in the median on southern portion of GV-Ledgeview area.
13. Summary of Operations.
14. Director's Report.

U.W. Extension

15. Budget Status Financial Report for September, 2013.
16. Resolution to Approve the Brown County UW Extension Office's Application for Grant Funding from the Wisconsin Department of Natural Resources' "Aquatic Invasive Species Control Grant Program" and to authorize an Office Representative to Carry Out its Obligations Thereunder.
17. Director's Report.

Planning and Land Services

Land Information (no items)

Planning Commission

18. Update regarding development of the Brown County Farm Property – standing item.
19. Budget Status Financial Report for August and September, 2013.
20. **Property Listing** - Budget Status Financial Report for August and September, 2013.
21. **Zoning** - Budget Status Financial Report for August and September, 2013.

Airport

22. Resolution nominating Lieutenant Colonel Austin A. Straubel into the Wisconsin Aviation Hall of Fame.
23. Budget Status Financial Report for September, 2013.
24. Budget Adjustment (13-98) Category 5: Increase in expenses with offsetting increase in revenue.
25. Director's Report.

Other

- 26. Audit of bills.
- 27. Such other matters as authorized by law.

Bernie Erickson, Chair

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BOARD OF SUPERVISORS

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE
Tuesday, October 29, 2013
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

**** Please Bring Budget Book ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of October 7, 2013 and Special Executive October 16, 2013.

BUDGET REVIEW

Non-divisional Budgets

1. County Executive – Review of 2014 department budget.

Non-divisional Budgets

2. Board of Supervisors - Review of 2014 department budget.

Resolutions, Ordinances

3. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Administration).
4. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Airport).
5. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Child Support).
6. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Circuit Courts).
7. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Clerk of Courts).
8. Resolution Approving New or Deleted Positions during the 2014 Budget Process (County Clerk).
9. Resolution Approving New or Deleted Positions during the 2014 Budget Process (District Attorney).
10. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Executive).
11. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Health).
12. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Human Services – Community Programs).
13. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Human Services – Community Treatment Center).
14. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Land and Water Conservation).
15. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Museum).
16. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Public Works).

17. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Sheriff's Department).
18. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Syble Hopp School).
19. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Register of Deeds).
20. Resolution Approving New or Deleted Positions during the 2014 Budget Process (U.W. Extension).
21. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Zoo and Park Management).

NON-BUDGET REVIEW

Communications

22. Communication from Supervisor Robinson re: That the County Board consider cease handling agenda items through committee reports and handle agenda items only through resolutions and similar means. *Referred from October County Board.*
23. Communication from Supervisor Erickson re: Discussion regarding possible employee bonuses.

Vacant Budgeted Positions (Request to Fill)

24. Human Services – Economic Support Specialist (x2) – Vacated 10/23/13 & 10/25/13.
25. Human Services – SW/CM (Long Term Care) – Vacated 10/4/13.

Reports

26. **County Executive Report**
 - a) Other.
27. **Internal Auditor**
 - a) Board of Supervisors Budget Status Financial Report for September, 2013.
 - b) Veterans Recognition Subcommittee Budget Status Financial Report for September, 2013.

Other

28. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Wednesday, October 30, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, Adam DeKeyser

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 23, 2013 meeting of the Brown County Housing Authority

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Reasons for Background Screening Denials

OLD BUSINESS:

3. Item has been removed and will on the November Meeting Agenda

NEW BUSINESS:

4. Review of ICS's preliminary 2014 budget
5. Approval of Voucher Payment Standards for 2014
6. Approval of revisions to Chapter 16 (Program Administration) of Administrative Plan
7. Discussion and possible action regarding 84 CDBG Revolving Loan Fund

INFORMATIONAL:

8. Information regarding cost per HQS inspection

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

9. Date of next meeting: November 18, 2013

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**GREEN BAY/BROWN COUNTY
PROFESSIONAL FOOTBALL STADIUM DISTRICT
AGENDA**

WEDNESDAY, OCTOBER 30, 2013

3:30 P.M.

1265 LOMBARDI AVENUE
LAMBEAU FIELD ATRIUM – MVP BOX 4013
TAKE ESCALATOR TO FOURTH LEVEL

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve/Modify Agenda
5. Request for Approval of the Minutes – September 25, 2013
6. Sigma Presentation
7. Communications:
 - A. Online Article, “Amazon.com Will Start Collecting Sales Tax From Wisconsin Customers”
 - B. Late Communications (if any)
8. September 2013 Financial Report
9. Director’s Report
10. Convene into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes for purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to-wit: employment and consulting services.
11. Return to Open Session
12. Consideration of Action, If Any, Regarding Closed Session Discussion
13. Other Matters (if any)
14. Motion to Adjourn

Any person wishing to attend who, because of a disability, requires special accommodations should contact Diane Roskom at (920) 965-6997 so arrangements can be made.



OCTOBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Ed & Rec Cmte 5:30pm	4	5
6 	7 Executive Cmte 5:30 pm	8	9 Public Safety Reg & Budget 5:00 pm @ Sheriff's Office	10	11	12
13 	14	15 Vets Recognition Subcommittee 5:00 pm	16 Board of Supervisors 7:00 pm	17	18	19
20 	21	22 Ed & Rec Reg & Budget 5:15 pm	23 Human Svc Reg & Budget 6 pm @ ASPIRO	24 Admin Reg & Budget 5:00 pm	25	26
27	28 Land Con 5:30 pm Plan Dev & Trans Reg & Budget	29 Executive Cmte Budget Mtg 5:30 pm	30 Special Board of Sup Grievance Hearing	31 		

NOVEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 	5	6 Board of Sup Budget Mtg 9:00 am	7 Ed & Rec 5:30 pm	8	9
10 	11	12	13 Special Board of Sup Grievance Hearing	14	15	16
17 	18	19 Vets Recognition Subcommittee 5:00 pm	20	21	22	23
24 	25 Land Con 6 pm Plan Dev & Trans 6:30 pm	26	27 Human Svc 6:00 pm	28 	29	30

BROWN COUNTY COMMITTEE MINUTES

- ❖ Harbor Commission (August 6, 2013)
- ❖ Library Board (September 19, 2013)
- ❖ Solid Waste Board (September 16, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Tuesday, August 6, 2013**
Green Bay Metro Boat Launch, 102 Bay Beach Road, Green Bay, WI

1) The meeting was officially called to order by Craig Dickman at 9:46 am.

2) Roll Call:

Present: Vice-President Craig Dickman
Commissioner Bernie Erickson
Commissioner Bryan Hyska
Commissioner Greg Flisram
Commissioner Ron Antonneau
Commissioner Tom Klimek

Not Present: President Neil McKloskey
Commissioner Hank Wallace
Commissioner John Hanitz

Also Present: Dean Haen, Brown County P&SW
Mark Walter, Brown County P&SW
U.S. Senator Tammy Baldwin
Doug Hill, State Director of U.S. Senator Baldwin's Office
Nathan Phelps, Green Bay Press-Gazette

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Bernie Erickson and seconded by Ron Antonneau. Unanimously approved.

4) Approval/Modification – July 22, 2013 Meeting Minutes

A motion to approve the minutes of July 22, 2013 was made by Ron Antonneau and seconded by Greg Flisram. Unanimously approved.

5) Boat Tour of Cat Island, Renard Island and Port Facilities – (10:00am)

The Harbor Commissioners along with US Senator Tammy Baldwin took a boat tour of Cat Island, Renard Island, and the Port facilities.

6) Such Other Matters as Authorized by Law

None

7) Adjourn

A motion to adjourn was made by Ron Antonneau and seconded by Tom Klimek.

Unanimously approved. Meeting adjourned at 10:24 pm.

Neil McKloskey, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 19, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, BOB NIELSEN, CHRISTOPHER WAGNER and TERRY WATERMOLEN

EXCUSED: CARLA BUBOLTZ, TIM NIXON and VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff) and Chuck Lamine (Brown County Planning Director)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda

In consideration of Chuck Lamine's time, it was suggested to move agenda item #5 to follow agenda item #2. **Motion** by T. Watermolen, seconded by C. Wagner, to approve the modified agenda. **Motion carried.**

b. Approval of minutes

Motion by T. Watermolen, seconded by D. Carmichael, to approve the August 15 and 28 minutes. **Motion carried.**

LIBRARY LOCATIONS – BROWN COUNTY PLANNING DIRECTOR, CHUCK LAMINE

Chuck Lamine gave a PowerPoint presentation that reviewed and explained Brown County's Comprehensive Planning process. The last plan, adopted in 2004, is due for an update and is expected to be completed in early 2015. The goal of the 2004 Smart Growth Plan was to balance environment, economy and culture and to recognize the inter-relationship of each element.

Elements of a smart growth plan include issues and opportunities; land use; transportation, utilities and community facilities; economic development; housing; agricultural; natural and cultural resources; intergovernmental cooperation; and implementation. The goal is to make all these pieces fit together since they all depend on each other. The utilization of the 2011 Life Study and the report from the Brown County 2020 Envisioning the Future conference will be used for input.

Trends that are also used in developing a comprehensive plan are historical and projected population growth (Brown County continues to grow); shifting age groups (Brown County has an aging population); and housing units (a long-term projection based on population growth yields a need for an additional 24,000 housing units by 2030). A unit is defined as an apartment/house/duplex with 2.4 occupants.

Other planning efforts currently underway include Brown County Strategic Plan; Brown County Facility (Public Works) Plan; City of Green Bay Downtown Plan (AuthentiCity); City of Green Bay University Avenue Corridor Plan; Village of Bellevue Comprehensive Plan; and Brown County Research and Business Park Feasibility Study.

Following this background information, the discussion focused on the Library and library location criteria such as:

- Relationship of the site to the entire library service area population: 85% of the Brown County population is located within a nine minute drive of a Brown County Library
- Visibility and ease of identification of the building and its services
- Vehicular access; major arterial streets
- Demographic data within 5 minute drive area
- Access to parking: on site, street or municipal
- Drawing influence of adjacent activities – municipal and/or commercial
- Public transportation and ease of access from entire library service area
- Pedestrian traffic in immediate area
- Amenities: aesthetic factors and potential enhancement to an area
- Planned future land use for area

Key message: Libraries should contribute to the community and the community should contribute to the library

T. Watermolen asked about the existing age of current residents. Chuck explained that this data can be collected. L. Stainbrook commented on the fluidity of an area's population. As an example, an area currently considered an aging, may, in the future, attract younger and/or minority families buying smaller, more affordable houses.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

A letter of complaint was received stating that Porta-potties should have been made available during the time the library was without water due to the Monroe Avenue reconstruction project. Follow-up was made with the person who wrote the letter as well as the Health Department. The library did not impose any risk or danger by not having a temporary alternative.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

The Committee met on Monday. Erin Steffen, a student intern who has been assigned to research co-located museums and libraries reported that a merged operation had existed in Las Vegas, NV but was recently separated due to problems that included confusion among visitors; a mixture of fee-based services and free services; and homeless discomfort among other things. There was no crossover patronage as anticipated. The merger did not draw new attendees as 80% of the visitors were local.

The Neville Public Museum has ~ 63,000 sq. ft. and the library has ~ 90,000 sq. ft. At least 120,000 sq. ft. would be needed for a combined operation and this would take away some parking. Without a space needs study, it is unknown if this would even be enough square footage. County Supervisor Tom Lund didn't think a col-location would work particularly since the museum has a vision to expand 30,000 sq. ft. The current museum site land locks both operations for future expansion. It was suggested that some functions could move somewhere else (Administration, Technical services, storage, etc.) but K. Pletcher noted that when you start moving parts you lose efficiency.

Don Salmon and other Task Force members are coming to the conclusion that a joint operation won't be feasible to meet programming needs. Supervisor Brunette reiterated this same feeling. The Task Force will meet in October to talk about and formulate recommendations to be presented to the County Board.

C. Wagner asked if there had been any discussion about bringing the Museum to the Central Library site. Supervisor John Van Dyke talked to K. Pletcher months ago but no one else has brought it up. Supervisor Lund also mentioned that the county has allocated \$90,000 to the museum for planning purposes which will take a year to 18 months. Supervisor LaViolette talked about Madison Public Library's renovation which sounded similar to the Central Library's plan.

T. Watermolen thinks this whole process will eventually circle back to the library's original master plan. L. Stainbrook commented that Public Works was waiting to do big projects until recommendation from the Task Force was made. T. Watermolen encourages the master plan idea – not renovation. In doing so, there is no commitment to do everything at once. Money will be spent efficiently, piece by piece as needed. He recommended using the currently bonded dollars to continue executing the engineering and architecture plan. Whatever is fixed will fit into a future renovation therefore reducing the overall cost.

B. Nielsen asked about an increasing population, technology and the impact of both. Would the library be constructed in the same way? Basically, space would be re-purposed to increase public spaces that is needed per the Space Needs Analysis. If there was unused space, it could potentially be leased and serve as an income source. L. Stainbrook noted that flexibility is a key factor in determining floor plans as it allows for changes in the future.

STRATEGIC PLANNING DISCUSSION

L. Stainbrook described the new format of the Library Report. It reports successes and how they fit into the strategic plan. Staff is also being challenged to come up with action steps for the strategic plan.

Public Services Manager Sandy Kallunki applied for a LSTA grant in the amount of \$11,600 that focuses on Early Literacy including adult and parent engagement with children. This aligns well with the strategic plan.

The Friends of the Library approved a \$10,000 budget to develop 3-5 Learning Stations in partnership with UW-Extension and FIELDS. These will spark children's curiosity as the activities will appeal to the senses. They will be portable allowing movement to different branches.

The recent community Cradle to Career Summit focused on the collective impact model created by the STRIVE network in Ohio. The overwhelming message was "collaborate." Success will be found in working with organizations that are looking at similar outcomes such as school readiness and success in school. The Library, in its current role and in relation to the strategic plan, is primed for a leadership role.

LIBRARY BUSINESS

a. Information Services Report The printer for the Central Circulation desk arrived. The Central check out stations are working with credit cards and coin hoppers have been installed. A Bibliotecha checkout is being tested at the Southwest Branch before it is

installed at Weyers-Hilliard. It has been over a month and no problems are being experienced. Internet Explorer (IE) 9 will be installed on staff computers and IE 10 on public computers sometime in October. Antivirus software is being updated. ALPS, the PC reservation system that is replacing SAM, will also be rolled out at all locations.

Financial Manager's report, bills and donations Financial reports for July and August, 2013 were presented. There will be a budget adjustment request in October for the garden project and possibly one for printing. C. Wagner asked if there are other situations that a budget adjustment requires County Board approval. L. Denault replied that the Library Board has authority for most adjustments that don't affect another county department.

Motion by D. Carmichael, seconded by C. Wagner to approve the July and August, 2013 financial statements and Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
July 2013**

Gifts & Donations

07/01/13	Central Donation Box (various donors)	44.10	Children's Garden
07/03/13	Mary & Sandy Bohman	200.00	East Adopt A Program
07/11/13	Green Bay Community Service Club	200.00	Children's Programming
07/11/13	Ann Kapitz	500.00	SW Library Improvements
07/11/13	Friends of the Brown County Library/Anonymous		
07/11/13	Donor	35.00	Children's Garden
07/11/13	Friends of the Brown County Library	72.00	Survey Monkey Subscription
			Weyers-Hilliard Summer
07/11/13	Friends of the Brown County Library	25.00	Reading
07/18/13	Sylvia Pratt	500.00	Children's Garden
07/18/13	Kathy Pletcher	300.00	Children's Garden
07/18/13	Christopher Wagner	500.00	Children's Garden
07/18/13	Mary & Sandy Bohman	195.00	East Adopt A Program
07/25/13	Friends of the Brown County Library	3,000.00	Digital Sign & Software
07/25/13	Friends of the Brown County Library	238.00	Photography
07/25/13	SEEDS	521.00	Kress Rain Barrel Project
07/25/13	Mark & Patricia Manske	35.00	Southwest Materials
07/01/13	Ashwaubenon	25.23	Donation Box
07/01/13	Bookmobile	2.85	Donation Box
07/01/13	East	35.98	Donation Box
07/01/13	Weyers/Hilliard	14.88	Donation Box
07/01/13	Central Circulation		Donation Box
07/01/13	Kress	19.56	Donation Box
07/01/13	Pulaski	8.90	Donation Box
07/01/13	Southwest	11.50	Donation Box
07/01/13	Wrightstown	22.52	Donation Box
	Total Donations	\$ 6,506.52	

Federal & State Grants

07/31/13	Nicolet Federated Library System	\$ 340.58	Collection Development
07/31/13	Nicolet Federated Library System	569.08	Continuing Education
	Total Grants	\$ 909.66	

**Brown County Library
Gifts, Grants & Donations Report
August 2013**

Gifts & Donations

08/01/13	Brown County Community Women's Club	500.00	Children's Garden
08/08/13	Central Donation Box (various donors)	40.65	Children's Garden

08/08/13	FBCL/Wrightstown Area Library Committee	2,742.39	Wri. Operating Expenses
08/08/13	Friends of the Brown County Library	624.03	Kress Stools
08/08/13	Friends of the Brown County Library	33.00	East Summer Reading Prizes
08/08/13	Friends of the Brown County Library	(25.00)	Weyers-Hilliard Summer Reading
08/29/13	Friends of the Brown County Library	173.83	Every Child Ready to Read
08/01/13	Ashwaubenon	22.34	Donation Box
08/01/13	Bookmobile	25.35	Donation Box
08/01/13	East	34.32	Donation Box
08/01/13	Weyers/Hilliard	30.19	Donation Box
08/01/13	Central Circulation		Donation Box
08/01/13	Kress	21.19	Donation Box
08/01/13	Pulaski	4.60	Donation Box
08/01/13	Southwest	18.59	Donation Box
08/01/13	Wrightstown	17.82	Donation Box
	Total Donations	\$ 4,263.30	

Federal & State Grants

8/15/2013	AT&T	\$ 4,905.60	E-Rate
8/22/2013	AT&T	157.60	E-Rate
8/29/2013	Cellcom/Nsight	1,344.00	E-Rate
8/31/2013	Nicolet Federated Library System	1,635.30	Collection Development
8/31/2013	Nicolet Federated Library System	330.00	Continuing Education
	Total Grants	\$ 8,372.50	

Motion carried

There were no bills out of the ordinary.

c. 2014 Budget

A memo from Brent Miller announced a budget inclusion that would allow for a 1% pay increase for all employees hired before 2013 and another 1% based on performance but the Library and ADRC will not get the extra 1%. K. Pletcher has inquired why the Library is being treated differently. In a sense, other departments will get 2% to allocate. The 1% allocation will not be dictated by county. Per the direction of the Board, Kathy should find out why and ask that the library be included in the additional 1%. There should be no reason for discrimination.

d. Grant Application Policy

It was suggested to include the following language in the policy: "Director will consult with Library Board President prior to application." **Motion** by T. Watermolen, second by D. Carmichael, to approve the Grant Application Policy as amended. **Motion carried.**

e. Human Resources Report

1. Eligibility for Health Insurance L. Hoffman clarified that employees who work less than 50% are not eligible to receive benefits. T. Watermolen asked if an employee who worked less than 50% wanted insurance could they pay for it 100%? Per the county policy, they could not because they are not eligible/qualifying. Qualifying employees are defined as "regular part-time 50% or more."

f. Facilities Report

1. Progress Report on Cellcom Children's Vegetable Garden L. Stainbrook, C. Beyler and S. Lagerman met with Gerry Andrews, a landscape architect, who proposed an updated garden plan. The revised plan may take additional donated funds. Gerry and his partner are developing a budget and project timeline. C. Wagner asked about an appropriate line of site to the garden area since children and teens will be out there. The garden area will be highly visible and always under supervision. If the building was ever renovated, the garden would stay and the build-out, as originally proposed, would not take place. The new garden space fits the library's educational goal.

2. Update on Various Projects The new Maintenance Mechanic, Mark Cumbers, started and is keeping busy! The engineering portion of the Arc flash study is complete. Central received a Category 0 rating which is the best. Overall, five adjustments to the circuit breaker are necessary. The bubble light fixture ordered for above the Central Library check outs is expected to be received

and installed around October 21. The elevator project is going well. The old jack and cylinder have been removed and the new PVC casing is in. A new hydraulic cylinder will be installed soon. The hole is plumb and does not require any additional work. The cooling tower from the former Mental Health Center has been moved and installed at Central. Public Works realized from K. Pletcher's letter that Legionnaires disease is a real threat and that may have prompted the quick action on moving the cooling tower. Funding was provided from the bonded \$1.5 million. The library could possibly acquire new auditorium carpet/carpet squares from these bonding funds. Staff met with Boldt to discuss the feasibility of a drive-up window at Weyers-Hilliard Branch and an entrance/roof renovation at the Ashwaubenon Branch.

Sewer issues related to the Monroe Avenue reconstruction project caused a back-up at the Central Library. After several attempts by varying contractors the problem was solved. The library's lines were clear but when the sewer pipe was re-lined with resin, the lateral line to the library was not knocked out. This caused the back-up. The city is going to pay the bill. C. Wagner suggested that the city also reimburse compensation for staff time.

A grant application has been submitted for a permeable parking lot at the Ashwaubenon Branch. Since only one response was received, it will be re-bid, but separating the asphalt and pavers components this time. Notification of the grant award will be in November.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No meeting. L. Stainbrook reported that she met with Mark Merrifield to start talks about the Resource Library Agreement. There shouldn't be many changes from the 2013 document.

K. Pletcher handed out flyer for the WI Library Trustees and Friends annual meeting on Thursday, October 24 at the KI Convention Center (as part of the WLA conference). Kathy is attending. NFLS will pay, using designated continuing education funds, workshop fee or pay WLA membership fee.

L. Stainbrook distributed a chart of the 42 staff who are attending all or part of the WLA conference. The Friends funded this nearly \$7,300 registration.

OLD BUSINESS

a. Adjacent County Billing K. Pletcher, L. Stainbrook, County Executive Streckenbach, Harry Maier (citizen), and Marathon County Library Director testified against Assembly Bill 288 in Madison. The County Executive spoke first and really was a strong advocate. The Appleton Public Library Director and Rick Krumwiede from OWLS spoke against the bill. It seems like a local issue. It was questioned why statutory language would be crafted. The legislature isn't meeting until October. When they resume the bill could reach the Assembly but it would have to be voted on and passed at committee level. It is a complicated issue as some legislators have more than one county in their districts.

Regarding the bill to Outagamie County, it remains unpaid. Legal action is the next step.

PERSONNEL

No report.

PRESIDENT'S REPORT

No report. K. Pletcher called several local legislative representatives and other library directors regarding AB288.

DIRECTOR'S REPORT

L. Stainbrook mentioned the Silver Celebration dinner honoring 25 years of the Local History Series taking place at the Rock Garden on September 26. S. Lagerman reported that in addition to the money collected for the dinner event, donations totaling over \$1,960.00 were received to support the Local History and Genealogy Department.

On Friday, September 27, all staff will be attending a NFLS-sponsored workshop featuring Kevin King from the Kalamazoo, MI Public Library. Library locations normally open on Fridays will be open from 3 – 5 p.m. The Library Board is also invited to attend the workshop.

CLOSED SESSION (7:45 p.m.) **Motion** by D. Carmichael, seconded by C. Wagner, to move into closed session pursuant to Section 19.85(1)(c) of the WI Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. Aye: Pletcher, Carmichael, Nielsen, Wagner and Watermolen. Nay: none. **Motion carried unanimously.**

TURN TO OPEN SESSION (8:40 p.m.) **Motion** by T. Carmichael, seconded by C. Wagner, to return to open session. Aye: Pletcher, Carmichael, Nielsen, Wagner and Watermolen. Nay: none. **Motion carried unanimously.**

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

None.

ADJOURNMENT

Motion by T. Watermolen, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:45 p.m.

NEXT REGULAR MEETING

October 17, 2013

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary

Sue Lagerman, Recording Secretary

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **September 16, 2013** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:06 pm.

2. Roll Call

Present: John Katers, Chair
Lisa Bauer-Lotto
John Kennedy
Dave Landwehr
Ray Kopish (left at 1:35 pm)

Also Present: Dean Haen, Brown County P&SW
Chad Doverspike, Brown County P&SW
Mark Walter, Brown County P&SW
Jim Resick, Brown County UW-Extension

Excused: Mark Vanden Busch, Vice-Chair
Mike Van Lanen
Norb Dantine, Treasurer
Bud Harris

3. Approval/Modification – *Meeting Agenda*

A motion to modify and approve the agenda by switching agenda items #5 and #6 was made and approved by John Katers and seconded by Dave Landwehr.
Unanimously approved.

4. Approval/Modification – *Meeting Minutes of July 22, 2013*

A motion to approve the minutes was made by Ray Kopish and seconded by Lisa Bauer-Lotto. Unanimously approved.

5. Financial Analysis - Request for Approval

- a. Financial Analysis Report by Schenck
- b. Fund Balance Description
- c. Resolution Accepting Recommendation of Financial Analysis

Foth Companies was hired in 2012 to analyze the South Landfill costs. In 2013, Schenk & Associates was hired to review the Department's financial situation and to see if the Department is on track to build the South Landfill and to close the East & West Landfill. The *Analysis and Projection of Solid Waste Cash and Investments* analyzes department cash flow between now and 2021. After 2021, there will be new incoming revenue from generated from tipping fees. The analysis also states that Schenk believes the operations are in good financial condition. As of now, the Long-Term Care for the East and West Landfills are fully funded through 2037. A *Resolution Accepting Recommendation of Port and Resource Recovery Department Financial Analysis* was put together and ready to be approved by the Brown County Board of Supervisors so that the department can adopt this financial plan and move forward.

A motion was made to modify the Financial Analysis by adopting a resolution of a financial analysis conditional upon Corporation Counsel approval and then was approved by Ray Kopish and seconded by John Katers. Unanimously approved.

6. BOW Strategic Waste Resource Management Plan – Request for Approval

Beginning in 2012, Golder Associates developed a *Strategic Plan for Waste Resource Management* on behalf of the BOW. A lot of effort was put into this plan to have it finalized by May of 2013. The report starts out with how the three county departments were created, what their authorities are, the differences within the counties, and what the partnership and agreements are. The plan continues with a SWOT analysis, strategic issues, visions, goals, objectives and finishes with a conclusion on where to go from here. This plan will be brought forth to PD&T to be approved. The plans will be mailed out to the key stakeholders to show them where the BOW partnership is heading. Next step will be to start making action plans for 2014.

A motion to approve the BOW Strategic Waste Resource Management Plan was made by Ray Kopish and seconded by Lisa Bauer-Lotto. Unanimously approved.

7. Recycling and Solid Waste Transfer Station Hauling Contract – Update

Over the past month or more, Brown County has been receiving signals that Badgerland is having financial issues. On August 9th, the department received notice that Badgerland had filed for Chapter 11 Bankruptcy. Combined the contracts are valued at more than \$2M/year. The department has the ability to terminate immediately based upon the bankruptcy notification. After meeting with Badgerland, the decision was to continue with them but to plan for short and long-term contingencies. Arrangements were secured with other contractors should Badgerland fail to meet our needs and follow the contract.

In addition, A Request for Quote (RFQ) for Hauling and Operations was put together and out for response on Friday, August 23rd. The RFQ combines both the recycling and solid waste transfer station contracts. The RFQ includes a new penalty provision at the recycling transfer station and also requires passing a financial analysis in order to be eligible to quote on the RFQ. Walk-thrus were held along with a questionnaire period. Responses are due September 16th.

In the meantime Badgerland had been notified several times and continues to be behind on their annual maintenance responsibilities for the transfer station and compactors along with other issues. Badgerland is also unable to meet Brown County's service needs at the transfer station resulting in Brown County contracting with subcontractors to assist fulfilling their duties under the contract.

8. 2014 Budget – Update

The budget approved by Solid Waste Board was amended prior to submission to the County Executive to include \$65,000 to update the scale. The budget was also amended (reduction of costs) to reflect the department's re-organization. As part of the re-organization effective September 1, 2013, everyone within the department has their new job duties and new titles, Chad Doverspike was hired as the Operations Manager and Mark Walter was hired as the Business Development Manager.

9. Strategic Communication Plan (RFP) - Update

The RFP for Strategic Communication Plan was already approved by the Solid Waste Board. Red Shoes out of Outagamie County and Leonard & Finco out of Brown County were the two respondents. The department is ready to make an offer to Leonard & Finco after reviewing both parties. The budget for the Resource Recovery side of the plan will be \$14,000 while the Port's budget will be \$35,000 in 2014 to carry out the plan.

10. Director's Report

Brown County Recycling Education and Social Marketing Proposal - The floor was opened to Jim Resick of Brown County UW-Extension. The Waste Stream Committee would like to see some measurement on recycling and also have some needs for ongoing evaluation to focus on increasing the participation rate and for residents to properly identify and place recyclables in the proper bin. Research suggests outreach programs may increase diversion rates in four ways; informational, attitudinal, beliefs, and behavioral. A proposal would be to break this into a program design, research, a pilot project which would test the results from the research, and issue a final report to the department with results. This proposal would be contingent upon the UW-Extension Educator position being funded in the County budget and by the State. The Committee returned to regular order of business.

The department will hold its annual Customer Appreciation Day September 17th and September 18th.

Household Hazardous Week is coming up October 7th – 12th. There will be media events and awareness kickoffs. This is an annual event.

Thomas J. Cashman, an employee within the department will be retiring in October after 36 years.

11. Such other Matters as Authorized by Law

No other matters.

12. Adjourn

Meeting was recessed at 1:35 pm due to lack of quorum.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Resource Recovery Department